



JOB DESCRIPTION – COVER SUPERVISOR

Responsible to:	Head teacher and Governing Body
Line Manager:	Cover Manager/Operations Manager
Purpose:	Supervision of tutor group and classes in the case of teacher absence
Salary/Grade:	Band 3. Points 6-11 £23,893 - £25,979 (FTE). Actual Salary Point 6 £20,342
Disclosure Level:	Enhanced

Duties/Responsibilities

- Supervision of tutor group and classes in the case of teacher absence
- To work under the guidance of teaching staff to support agreed work programmes with individuals or groups of students in or out of the classroom
- Manage the behaviour of students whilst they are undertaking work to ensure a constructive working environment
- Communicate work set by the teacher to the pupils responding to any questions from them about process and procedures
- Prepare standard lesson resources that could be used if cover work is not available
- Communicate feedback from the cover lesson on a brief proforma and ensuring all completed work is returned to the teacher
- Referral of disciplinary and other student issues using the school's agreed referral procedures as appropriate
- Support the smooth and efficient running of the school and supervising of learning through assisting in some invigilation of examinations/undertaking one lunchtime duty per week/undertaking up to 2 detention duty on a term rota
- Provision of supervising and/or administrative assistance as required.
- Attend and participate in regular calendared meetings

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition



This job description is current at the date shown, but following consultation with the post-holder may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title

HEALTH AND SAFETY RESPONSIBILITIES

All employees have the responsibility:

- (i) To comply with safety rules and procedure laid down in their area of activity
- (ii) To take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work
- (iii) To use protective clothing or equipment as may be provided
- (iv) To report promptly all sickness, accidents, unsafe conditions or practices and dangerous occurrences of which they are aware
- (v) To co-operate with the Head Teacher in the fulfilment of the objectives of the School's Health and Safety policies.

The Head Teacher may amend these responsibilities at any time in the future in order to respond to the changing demands and needs of the School, National Incentives and Statutory Legislation, after consultation with the post holder



PERSON SPECIFICATION – COVER SUPERVISOR

QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT	Essential	Desirable
Good Numeracy and literacy skills (GCE,GCSE Grade C/4 or above) or equivalent	•	
Knowledge of safeguarding	•	
Experience of working in a secondary school		•
SKILLS & EXPERIENCE		
Experience of working in a school and in a classroom setting to support educational outcomes		•
Experience of working under pressure and to tight deadlines	•	
Significant experience of supervision of young people	•	
IT Literate		•
INTERPERSONAL SKILLS		
Proven ability to enthuse and engage with young people	•	
Proven strong behaviour management skills	•	
Ability to communicate ideas effectively	•	
Excellent team player	•	
Shares ideas and resources with colleagues	•	
Good organiser and administrator	•	
ADJUSTMENTS AND FLEXIBILTY		
Excellent timekeeping and attendance	•	
Works effectively with team to develop actions	•	
Sensitive where appropriate but sets high expectations of behaviour and work	•	
Flexible and resilient	•	
Willingness to take on further duties/responsibilities	•	
Willingness to offer extra-curricular activities		•
Willingness to participate in training	•	